



BOARD OF FIRE COMMISSIONERS

Regular Meeting Minutes

December 10th, 2020
12:00 p.m.

MEETING CALL TO ORDER

Commissioner Pearsall called the meeting to order at 12:00 p.m.

FLAG SALUTE

Not at this time.

ROLL CALL

Commissioners Pearsall, Peoples, and Hutchins; Chief Rux, Assistant Chief Rudolph, and Rosemary Mesa-Walton (all via Zoom)

OTHERS PRESENT

Attorney Charles (Skip) H. Houser III, Lt. Doug Jamieson, Gabe Dorrrough, and Joseph Koval

AGENDA ADDITIONS OR DELETIONS

Chief Rux asked to move the executive session to the top of the agenda out of respect for our attorney's time.

NEW BUSINESS

1. **Executive Session** – Pursuant to RCW 42.30.110(1)(i)(c) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency
 - Chief Rux, Assistant Chief Rudolph, Office Manager Rosemary Mesa-Walton, Attorney Charles (Skip) H. Houser III, and the Commissioners met for an executive session at 12:02pm and resumed at 12:18p.m, and no action was taken during the executive session.

APPROVAL/CORRECTION OF MINUTES

1. Approve minutes from November 12th, 2020 Regular Meeting
Commissioner Peoples made a motion to approve the minutes from the November 12th, 2020, Regular Meeting. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

None

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue and Fund Balances

TREASURERS REPORT

Account Totals

Thurston Fire Protection District 13
MCAG #: 2607

11/01/2020 To: 11/30/2020

Time: 14:01:15 Date: 12/08/2020
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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2 Petty Cash	500.00	0.00	0.00	500.00	0.00	0.00	500.00
6730 County Checking	919,638.13	135,503.01	126,910.56	928,230.58	0.00	0.00	928,230.58
6731 Capital Projects	189,387.40	209.05	0.00	189,596.45	0.00	0.00	189,596.45
6734 Reserve Account	541,070.86	602.03	0.00	541,672.89	0.00	0.00	541,672.89
6736 Apparatus Account	134,861.12	148.86	0.00	135,009.98	0.00	0.00	135,009.98
Total Cash:	1,785,457.51	136,462.95	126,910.56	1,795,009.90	0.00	0.00	1,795,009.90
	1,785,457.51	136,462.95	126,910.56	1,795,009.90	0.00	0.00	1,795,009.90

2. Voucher Approvals

- a. Office Manager Rosemary Mesa-Walton summarized the expenditures for the month. Commissioner Peoples made a motion to approve the payments below totaling \$136,799.61. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2020.11.05	201105001-201105022 Transaction #s 893-914	\$25,208.57	Warrants	General Expenditures
2020.11.06	201106001-201106011 Transaction #s 915-925	\$7,894.06	Warrants	General Expenditures
N/A	Transaction #s 836-843	\$51,548.63	EFT	November Career Payroll/Vol& Comm Stipends
2020.12.01	Transaction #s 962-964	\$20,769.91	EFT	November - EFTPS, DRS, & DSHS
2020.12.02	201202001-201202012 Transaction #s 965-976	\$31,378.44	EFT	General Expenditures, 4 th Quarter L&I and Unemployment, and Payroll Benefits: Griffin Firefighter Assoc, Union dues, Trusteed Plans, MERP
Total		\$136,799.61		

- b. Office Manager, Rosemary Mesa-Walton informed the board of a new software the department will be utilizing as of the first of the year for financial reporting purposes. As of January 2021, the reports will look a little bit different but will include the same information that has been presented at the board of fire commissioners meetings.

CHIEF’S REPORT by Chief Rux

Administration/Operations

<i>Monthly Alarm Activity – November 2020</i>			
Total Number of Alarms:	46		
EMS	29		
Fire	17	Mutual Aid Given:	1
Overlapping calls:	15.22%	Mutual Aid Received:	3

1. Training

- EMT: 3 students passed the county course and are in the processes of signing up for the national test.
- Fire: 2 students in South Academy passed live fire training, and are waiting to take the FF1 test.
- Training Hours: 94hrs

2. Special Interest

- Water Tank Project: Hearing Examiner Dec 22nd
- SCBA Spec Committee – has selected a vendor and procurement process
- Verizon plan – cell phones for admin – backed up by Smarsh
- US Bank Cards: Process beginning in January
- Vaccination process for the county through Medic One
- Tracking software to be purchased and utilizing remaining BLS funds
- Program/Platform Consolidation
- GHA Tree Lighting and Carylon Beach Santa Sleigh Saturday 12th at 1800.

COMMISSIONERS/SECRETARY REPORT

This time is set aside for commissioners to report on meetings and conferences they attend, etc.

None

OLD BUSINESS

1. Re-approve past meeting business

- April 28th Regular Meeting
 - i. March 9th Regular Meeting Minutes
 - ii. Voucher Approval: Request to re-approve vouchers reviewed on April 28th, 2020 for the sum of \$127,904.88

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2020.03.05	200305001-200305023 Transaction #s 233-255	\$22,629.66	Warrants	General Expenditures and Q1-Quarterlies for L&I and ESD
2020.03.06	200306001-200306005 Transaction #s 258-262	\$806.63	Warrants	General Expenditures
N/A	Transaction # 263-271	\$42,870.89	EFT	March Career Payroll
2020.04.01	Transaction #s 272-274	\$22,707.54	EFT	March- Career Payroll EFTPS, DRS, & DSHS
2020.04.02	200402001-200402003 Transaction #s 275-277	\$16,206.53	Warrants	March- Career Payroll Benefits Union Dues, Health Insurance, MERP
2020.04.03	200403001-200403007 Transaction #s 278-284	\$2,954.46	Warrants	General Expenditures
N/A	Transaction #s 286-304	\$6,755.33	EFT	March Volunteer Stipends
2020.04.04	Transaction # 305	\$1,521.79	EFT	March- Volunteer Stipend EFTPS Payment
2020.04.05	200405001-200405015 Transaction #s 316-330	\$6,439.81	Warrants	General Expenditures and Q1- Quarterlies for PFML
2020.04.06	200406001-200406009 Transaction #s 336-344	\$5,012.24	Warrants	General Expenditures
Total		\$127,904.88		

- iii. Levy Planning – Re-approve “to sign Resolution 20-004 that Repeals Resolution 20-002 and not move forward with the levy lid lift this year.”
 - iv. Risk Management Updated Agreement – Re-approve “to sign the Risk Management Updated Agreement.”
 - v. HPU Contract with Medic One – Re-approve “to sign the HPU contract with Medic One.”
- ✓ Commissioner Hutchins made a motion to approve all business conducted in the Board of Fire Commissioners meeting on April 28th, 2020, to include meeting minutes, voucher approval and other business. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

- May 14th Regular Meeting
 - i. April 28th Regular Meeting Minutes
 - ii. Voucher Approval: Request to re-approve vouchers reviewed on May 14th, 2020 for the sum of \$106,493.59

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
N/A	Transaction # 347-354	\$43,692.95	EFT	April Career Payroll
2020.05.01	Transaction #s 355-357	\$21,313.61	EFT	April- Career Payroll EFTPS, DRS, & DSHS
2020.05.02	200502001-200502003 Transaction #s 358-360	\$10,736.01	Warrants	April- Career Payroll Benefits Union Dues, Health Insurance, MERP
2020.05.03	200503001-200503012 Transaction #s 361-372	\$3,016.29	Warrants	General Expenditures
2020.05.04	200504001-200504003 Transaction #s 373-375	\$2,124.29	Warrants	General Expenditures
N/A	Transaction #s 376-392	\$5,537.95	EFT	April Volunteer Stipends
2020.05.05	Transaction # 393	\$1,266.28	EFT	April- Volunteer Stipend EFTPS Payment
2020.05.06	200506001-200506015 Transaction #s 402-416	\$18,806.21	Warrants	General Expenditures
Total		\$106,493.59		

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- iii. Water Tower – Re-approve “that after getting the necessary permits the department will postpone the water tower project until an adequate time arises.”
 - iv. Reader Board – Re-approve “to donate the old reader board to a local non-profit organization.”
 - v. Aid 13-1 – Re-approve “to move forward with the repairs of the Aid Unit 13-1 that would total to approximately \$20,000 in expenses.
- ✓ Commissioner Hutchins made a motion to approve all business conducted in the Board of Fire Commissioners meeting on May 14th, 2020, to include meeting minutes, voucher approval and other business. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

- June 11th Regular Meeting

- i. May 14th Regular Meeting Minutes
- ii. Voucher Approval: Request to re-approve vouchers reviewed on June 11th, 2020 for the sum of \$138,688.80

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2020.05.07	200507001-200507017 Transaction #s 418-434	\$38,813.76	Warrants	General Expenditures
N/A	Transaction # 435-441	\$39,707.33	EFT	May Career Payroll
2020.06.01	Transaction #s 442-444	\$19,529.93	EFT	May- Career Payroll EFTPS, DRS, & DSHS
N/A	Transaction #s 445-462	\$6,924.96	EFT	May Volunteer Stipends
2020.06.02	Transaction # 463	\$1,592.01	EFT	May- Volunteer Stipend EFTPS Payment
2020.06.03	200603001-200603004 Transaction #s 464-467	\$10,086.81	Warrants	May- Career Payroll Benefits Union Dues, Health Insurance, MERP, and Griffin Fire Association Dues
2020.06.04	200604001-200604002 Transaction #s 468-469	\$14,616.42	Warrants	Quarterlies: Q2 L&I and Unemployment Payments
2020.06.05	200605001-200605019 Transaction #s 484-502	\$7,417.58	Warrants	General Expenditures
Total		\$138,688.80		

- iii. Thurston County Elections – Re-approve “the replacement of the ballot drop box and the cemented area in the same location as the previous one.”
 - iv. Personnel – Re-approve “the temporary roles of Firefighter and Lt. Firefighter/EMT per the Union MOUs.”
 - v. Text Messaging Archiving Vendor – Re-approve “signing the Smarsh Inc contract to begin archiving department cellphone text messages and the department’s social media page(s).”
 - vi. Qualifications of an applicant for public employment – Re-approve “the new Fire Chief Contract extended to Corey Rux effective July 1st, 2020.”
- ✓ Commissioner Hutchins made a motion to approve all business conducted in the Board of Fire Commissioners meeting on June 11th, 2020, to include meeting minutes, voucher approval and other business. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

NEW BUSINESS

2. Board Chairman

- Commissioner Pearsall made a motion to select Commissioner Peoples as the 2021 Chairman, and Commissioner Hutchins as the 2021 Vice Chair of the Griffin Fire Department Board of Fire Commissioners. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

3. 2021 Levy

- Chief Corey Rux informed the board that he’s researching the different options of Levy Lid lifts for this upcoming year. The board expressed wanted to have a separate

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meeting/workshop to discuss the levy options. A date was set for the Special Meeting on
December 17th at 9am.

COMMENTS FOR THE GOOD OF THE ORDER

None

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 1:04 p.m.

Corey Rux, Fire Chief

Dave Pearsall, Chair

Rosemary Mesa-Walton, Office Manager
Recorder of Board Minutes

Mike Peoples, Commissioner

Meredith Hutchins, Commissioner